DATABASE ADMINISTRATOR

FLSA STATUS:
Non-Exempt

CLASS SUMMARY:

The Database Administrator is a stand-alone classification in the Information Technology series. Incumbents are responsible for maintaining the integrity of City-wide information systems; serving as an expert technical resource on database architecture, design and administration; recommending and maintaining City-wide and industry standards for database design and data administration; and, maintaining system security. Incumbents serve as a lead worker to other staff.

The Database Administrator is distinguished from other classifications by its responsibility for managing and administering City databases.

	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	**FRE-QUENCY**
1.	Designs, implements, installs, upgrades, troubleshoots, and maintains database environments and associated tools and services for enterprise applications, databases, and servers, including installing patches; establishes and executes procedures for preventative maintenance and performance monitoring.	Daily 40%
2.	Develops data marts and business intelligence cubes and reports, requiring the analysis and mapping of data sources into warehousing environment and evaluating client needs.	Daily 25%
3.	Implements, maintains, and/or configures upgrades, backups and restores applications, databases, and servers.	Daily 5%
4.	Troubleshoots and resolves complex database and application problems.	Daily 5%
5.	Leads and participates in project management activities, which may include: serving as a lead on projects; developing project plans; determining costs and resources; contacting and monitoring vendor work; completing updates; adhering to established schedules; and/or, performing other related activities.	Weekly 10%
6.	Maintains data integrity within databases and applications by analyzing security options and determining level of risk to benefit ratio within applications.	Weekly 5%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
7. Validates change control procedures and maintains testing environments, ensuring the minimization of risk during the implementation of changes and restoring test areas by copying production databases to test databases.	Weekly 5%
8. Collaborates with vendors regarding database, application, and/or server products.	Weekly 5%
9. Performs other duties of a similar nature or level.	As Required
10. Researches and analyzes system hardware and software for potential use; prepares detailed and/or summary reports on findings and recommendations; works with vendors on the installation, operation, and maintenance of medium to large-scale hardware and software products running on various computer systems.	Quarterly 5%

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Police Department may be responsible for:
- **Maintaining knowledge of law enforcement policies and procedures**
- **24 hour availability**
- **Accompany police on field assignment/official police duty**

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Training and Experience (positions in this class typically require):
- Bachelor's Degree in Information Technology, or Computer Science and six years of related database administration experience are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):
Some positions, based on assignment, may require:
- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired
- CLETS certification-police department
- Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation (Not required upon successful completion of City of Fresno Helicopter In-Training program

Knowledge (position requirements at entry):
Knowledge of:
- Database management principles;
- System administration principles and practices;
- Back-up and recovery techniques;
- Systems security practices;
- Basic database architecture principles;
- Basic data modeling principles and practices;
- Applicable operating systems;
- SQL programming practices;
- Project managment principles and practices;
- Interrelationships between applications, databases, and servers;
- Relational databases;
- Basic networking principles;
- Basic web server architechture;
- Client server architecture;
- Database object maintenance principles and practices.

DATABASE ADMINISTRATOR

Skills (position requirements at entry):

Skill in:

- Designing, implementing, and maintaining database environments and associated tools and services
- Designing, testing, and maintaining applicable procedures related to database recovery, restart, and repair
- Evaluating technologies for applicability in current environment
- Using computers and applicable software applications
- Analyzing, modifying, and creating efficient data processes
- Managing projects
- Implementing and maintaining database security measures
- Gathering, assembling, analyzing, and evaluating facts and evidence to draw logical conclusions and make appropriate recommendations
- Communicating technical information to a non-technical audience
- Preparing technical documentation
- Developing and enforcing database standards
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, and crouching.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 11/2007

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